

# Job Description

## Administrative Assistant II

### Description

The Administrative Assistant II provides administrative and secretarial support to the department head and department. This position is responsible for the general administrative tasks as directed by the department head.

### Qualifications

#### Education

- High school diploma or equivalent combination of education and experience required, AA degree in Secretarial Science or other business-related field preferred.

#### Experience/Skills

- Thorough knowledge of office practices and procedures, with a prior background supporting management staff in a fast-paced and highly confidential environment.
- Knowledge of proper business writing and grammar usage.
- Advanced skills in the Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint and MS Outlook). Proficiency with Microsoft Access, Project and Visio is preferred.
- Excellent oral, written and interpersonal communication skills, demonstrating excellent guest relations and problem-solving skills.
- Skilled in meeting and event planning, agenda planning and composition of accurate meeting minutes.
- Ability to manage multiple tasks effectively.
- Effective time management skills.
- Experience in a multi-client environment including interaction with medical professionals preferred.